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UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT

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No. 027

Job Vacancy

March 29, 2004

OPEN TO: All Interested Candidates

POSITION: **ENGINEER INSPECTOR (A52523)**

CLOSING DATE: **Tuesday, April 13, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-7
EFM/NOR - FP Scale = FP-7

If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Engineer Inspector in the General Service Office (GSO).

BASIC FUNCTION OF POSITION

Inspects Short Term Lease (STL) residences for work related to carpentry, painting, masonry, plumbing, electricity, gas systems, furnishings, appliances, sheet metal, and related construction trades to verify compliance with Embassy residential standards, acceptable work practices and workmanship. Prepares detailed reports

listing deficiencies that must be corrected and informs and discusses maintenance and repair requirements with the Housing Supervisor. Through the Work-Order Clerk, coordinates repairs with landlords, tenants and contractors to ensure progress and conformance with specifications and standards.

MAJOR DUTIES AND RESPONSIBILITIES

A. Inspects work in progress and, upon completion, ensures compliance with requirements. Inspects materials and equipment prior to installation and use to ensure that they meet specifications. Notifies contractors of deficiencies and works to secure their correction. May have authority to reject materials, equipment, work, and workmanship that do not conform to the specifications. Reports through regular oral and written reports to the Housing Supervisor, and informs apartment tenants when maintenance and corrections have been performed successfully.

B. Follows up on work orders from occupants. Works closely with the Work Order Clerk to properly schedule all maintenance/repair inspection work. Accompanies contractors to ensure all corrective actions are made on schedule and correctly ensuring quality.

C. Evaluates required work in order to prepare repair specifications and cost estimates. Submits cost estimates for maintenance/repair needed during occupancy to the Housing Supervisor or the Housing Coordinator. Coordinates and verifies that the maintenance and/or construction alterations have been performed by the contractor and/or landlord. Receives bills from contractors to be approved by the GSO and submits them to the Landlord, FMO or tenant (if tenant caused damage) for payment.

D. Performs inspections and completes appropriate inspection forms, as required:

1. Prior to the arrival of a new officer or during the occupancy (Make-Ready Inspections), connects, sets up and tests appliances and equipment, ensuring that all are working properly and ready for use.
2. After the arrival of a new officer (arrival inspections), shows employees how to use/operate water heaters, heating and plumbing systems, stoves, ovens and appliances.
3. Repairs/corrections required during the occupancy, which must be corrected per lease contract requirements or as special requirements (maintenance and repairs inspections).
4. After the completion of repairs noted in the maintenance and repairs inspections (compliance inspections).
5. When the apartment is going to be given back to the Landlord (give-back inspections).

E. Updates the database of utility bills (natural gas, water, electricity and telephone) and monitors to avoid interruption of services. Communicates via e-mail to include/remove apartments from the agreements. Coordinates with the local authorities the required corrective action to reconnect or remedy service problems and schedules the periodic utility inspections.

F. Assists the Housing Coordinator in interpreting and measuring plans and in other areas of the General Services operations when and where required, and as directed by the S/GSO or A/GSO.

MINIMUM QUALIFICATIONS

Note: Candidates who do not meet these minimum qualifications will not be considered.

- A. Education: Completion of vocational or technical school recognized as producing graduates with skills in civil, structural electro – mechanical trades applicable to maintenance and construction management.
- B. Prior Work Experience: Minimum of three years of progressively more responsible experience in building construction and maintenance trades. Minimum of two years of working in an office environment.
- C. Post Entry Training: Embassy computer program. U.S. construction practices and standards.
- D. Knowledge: Must have knowledge of local construction practices, specifications and standards.
- E. Language Proficiency: Level III English (good working knowledge) is required. Level IV Spanish is required.
- F. Skills and abilities: Strong work planning and work inspection skills. Ability to develop and maintain a filing system. Strong oral and written communications skills.

DESIRED QUALIFICATIONS BUT NOT REQUIRED:

- Prior Work Experience: Supervising experience highly desired.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS:

1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR
EMBASSY RECEPTIONIST BY: 04/13/04**

DISTRIBUTION: "BB"
GSO Engineer Inspector.doc